

**MANCHESTER COMMUNITY COLLEGE
STUDENT DEVELOPMENT SPECIALIST
PART-TIME EDUCATIONAL ASSISTANT
STUDENT SUCCESS AND FIRST YEAR PROGRAM**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: Manchester Community College

Closing Date: August 13, 2015

Minimum Salary/Compensation:
28.88/hour; 17 hours/week

Minimum Qualifications:

Bachelor's degree in psychology, sociology, social work, education or a closely related field from an accredited college/university required. Knowledge of student development theory, college study skills, and experience working with incoming first-year students preferred. Understanding and sensitivity to multicultural differences and needs and experience working in programs that serve disadvantaged and/or underrepresented populations are required. Must have excellent oral, written, listening and communication skills, and have the ability to work independently and as a member of a team. Time management and computer literacy skills are required. Experience coordinating program services, creating and conducting presentations and facilitating workshops preferred. Work experience in a higher education setting preferred. An understanding of the mission of the community college is essential.

Applicants who do not meet the minimum qualifications as stated must put in writing precisely how their experience has prepared them for the responsibilities of this position.

Responsibilities:

The Student Development Specialist is responsible for the provision of services, needs assessments, advising, guidance and counseling in the areas of academic studies, financial aid, career awareness, transfer options, and personal and social development. The Student Development Specialist will coordinate program services, create and conduct presentations and facilitate workshops. The job may require some evening and weekend work.

Background Checks:

Manchester Community College is committed to providing a safe campus community. MCC conducts background investigations for applicants being considered for employment. Background investigations include reference checks, a criminal history record check and, when appropriate, a financial (credit) report or driving history check.

Application Instructions: Send letter of intent, resume, transcripts and the names of three references to:

**Michelle Prieto
Human Resources Assistant
Manchester Community College
Great Path, MS #2
P.O. Box 1046
Manchester, CT 06045-1046**

Or email application materials to: GenInfoHumanResources@mcc.commnet.edu

MANCHESTER COMMUNITY COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
and strongly encourages the applications of women, minorities, persons with disabilities, and veterans.